

PERSONNEL ACTION FORM

[Print Form](#)

Last Name:

First Name:

M.I.:

Current Supervisor:

Dept:

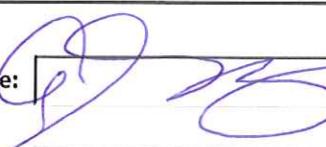
Clock ID (HR Use Only):

CHECK ONE OF THE FOLLOWING: Teacher Substitute Classified Home Office Administrator

	CURRENT	NEW CHANGE	EFFECTIVE DATE* 1st or 16th only
<input type="checkbox"/> Region (e.g., NTL, TN, CA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> School Site/Dept. Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Job Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Supervisor	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Salary	<input type="text" value="169,027"/>	<input type="text" value="172,407.54"/>	<input type="text" value="10/1/17"/>
<input type="checkbox"/> Retirement (e.g., STRS)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Union (e.g., CTA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Department (HR only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Prorate Check			
<input type="checkbox"/> Retroactive Pay			
<input type="checkbox"/> Transfer Per. Leave			
<input type="checkbox"/> Split Pay to Locations(s):	<input type="text"/>		

CHECK ALL APPLICABLE: Full Benefits No Benefits Full-Time Part-Time%:

COMMENTS:

SUPERVISOR NAME:	<input type="text" value="A Gonzalez"/>	Signature: 	Date <input type="text" value="9/29/17"/>
COMP COMMITTEE:	<input type="text"/>	Signature: <input type="text"/>	Date <input type="text"/>
HUMAN RESOURCES:	<input type="text" value="Natasha Gomez"/>	Signature: 	Date <input type="text" value="10/1/17"/>

Natasha Gomez

From: Annette Gonzalez
Sent: Thursday, October 05, 2017 2:07 PM
To: Natasha Gomez
Subject: RE: PAF attached

Natasha

Gordon received a promotion as the VP of School last year on 7/1/16
It was a two year transition with a 5k increase last year and a 5k increase this year.

A PAF was submitted on 7/1 for the 5K increase plus a 3% COLA

- The 3% COLA was an error

A new PAF was submitted to clarify and adjust down to the 5K increase

We rolled our new compensation system in September and didn't include GG as he received a promotion
After discussion/ reflection – we have decided he is eligible for an increase and landed on 2% - which generated the new
PAF

A few questions...

1. Who would audit our PAFs?
2. Who is this information being shared with?

Thanks

AG

Annette Gonzalez
Chief Academic Officer
annette.gonzalez@greendot.org
<http://www.greendot.org>
1149 S. Hill Street, Ste #600
Los Angeles, CA 90015
Main: 323.565.1600
Direct: 323.565.1624



From: Natasha Gomez
Sent: Thursday, October 5, 2017 1:00 PM
To: Annette Gonzalez <angonzalez@greendot.org>
Subject: RE: PAF attached

Thank you, Annette!

I have a question in regards to Gordon Gibbing's compensation increase. In order to be able to justify this if there is an audit and to ensure this is entered and reflected correctly for Gordon's employment record in Workday, can you provide me with some insight as to why Gordon is receiving this 2% increase effective 10/1/17? I just have some concerns from an audit standpoint as I noticed we've received some PAFs for other compensation changes effective 7/1/17 as well. Thanks again!

Natasha Gomez
HR Associate
Natasha.Gomez@greendot.org
<http://www.greendot.org>
1149 S. Hill Street, Ste #600
Los Angeles, CA 90015
Main: 323.565.1609
E-Fax: 213-908-2192



From: Annette Gonzalez
Sent: Tuesday, October 03, 2017 4:43 PM
To: Natasha Gomez <natasha.gomez@greendot.org>
Subject: RE: PAF attached

See notes below ☺

Thank you so much for the follow up!

Annette

Annette Gonzalez
Chief Academic Officer
annette.gonzalez@greendot.org
<http://www.greendot.org>
1149 S. Hill Street, Ste #600
Los Angeles, CA 90015
Main: 323.565.1600
Direct: 323.565.1624



From: Natasha Gomez
Sent: Tuesday, October 3, 2017 4:33 PM
To: Annette Gonzalez <angonzalez@greendot.org>
Subject: RE: PAF attached

Hi Annette,